

Bath Township Public Library Board of Trustees

Sue Garrity
Lynn Bergen
Larry Fewins-Bliss

Theresa Kidd
Audrey Barton
Ken Jensen

AGENDA, DECEMBER 16, 2020 – 6 P.M.

Kreynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Dec 16, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkdkb0c4WEZRRGFoWU1YbktQdz09>

Meeting ID: 529 500 1923

Passcode: 951848

One tap mobile

+13017158592,,5295001923#,,,,,0#,,951848# US (Washington D.C)

+13126266799,,5295001923#,,,,,0#,,951848# US (Chicago)

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 529 500 1923

Passcode: 951848

Find your local number: <https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkdkb0c4WEZRRGFoWU1YbktQdz09>

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachments)
9. Unfinished Business - Items for Discussion
 - a. Modifications to 2020 budget based on Kristie’s recommendations
10. Unfinished Business – Items for Action
 - a. Vote to accept 2020 budget modifications
11. New Business - Items for Discussion
 - a. Selection of new officers for 2021
 - b. Set calendar for 2021 meetings
12. Items for Action
 - a. Vote on officers
 - b. Vote to approve meeting schedule
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is probably January 20, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, November 18, 2020 (Remote Meeting via Zoom)

Present: (Continuing Board Members) Lynn Bergen, Ken Jensen, Theresa Kidd, Sue Garrity
(Outgoing Board Members) Shannon Vlastic, Ryan Fewins-Bliss
(Incoming Board Members) Audrey Barton, Larry Fewins-Bliss
(Library Director & staff) Kristie Reynolds
Public:

Next meeting: Wednesday December 16, 2020 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03pm
- b. Moment of civic reflection.
- c. Ryan moves to approve the agenda as amended to add discussion and presentation of next FY budget, Theresa 2nd, all in favor.
- d. Public comment on agenda items: Larry is excited to be on the board!
- e. Disclosures of conflict of interest: none.
- f. Ryan moves to approve the minutes as amended (Shannon will listen to the recording to determine who moved and seconded the motion to give Kristie a bonus. Currently Lynn is listed as doing both.) Theresa 2nd, all in favor.

II. Financial Report

Attached. 83% through the year. Total revenue so far - \$356,016. Expenses (not counting \$65,000 additional rent) so far - \$250,400. At about 70% of planned budget so far, so under budget. Everything is going well, but expenses came in November. Budget vs. Actuals is going to be different for November than it was for October. Because we knew we would overspend when we put this budget together, we knew that some funds would need to be moved from savings into checking to cover budget adjustments in capital expenses, collection acquisitions, and library programming categories. Kristie will send this out so we can review and discuss budget adjustments to 2020 FY budget at next meeting along with the 2021 FY budget.

III. Director's & Youth Services Reports

Attached. Clean CHRI audit! Staying with curbside service only due to Governors most recent order. Kristie hired one person and is hiring another in December – is creating a programming team. Ordered 2 new computers – one for reference desk and one for staff work room. Speaking at conference tomorrow about the move to new building. Working on unpacking new library. So exciting!!!

IV. Unfinished Business

- a. Strategic Planning;
 - i. The move; Lynn moves to accept the proposal and costs for mural by Melissa Eggleston, Shannon 2nd, all in favor.
- b. Vote to accept CHRI policy: Ryan votes to accept the modified Criminal History Record Information (CHRI) policy as presented, Shannon 2nd, all in favor.

V. New Business – Items for Discussion

- a. Process for Oath of Office; Individual board members need to make an appointment with township office to take oath. Should do this ASAP as new terms start in 2 days. Any notary at the township can give oath.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment:
- b. Board Member Comment: Recognition of Shannon and Ryan for service with the board. Larry and Audrey will take over at the next meeting. We have come such a long way in just one term!
- c. Shannon moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 6:49pm

Thankful, grateful and blessed to have served the last 4 years with all of you and to have accomplished so much with such a great team. I will miss you guys but look forward to watching your next steps! - Shannon

Bath Township Public Library						
Budget vs. Actuals: Budget FY 2020 - FY20 P&L						
January - November, 2020						
	Total					
	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining
Income						
4000 Donation	2,460.71	2,500.00	-39.29	39.29	98.43%	1.57%
4100 Grant Income	9,814.53	5,000.00	4,814.53	-4,814.53	196.29%	-96.29%
4200 State Aid	9,285.22	4,600.00	4,685.22	-4,685.22	201.85%	-101.85%
4300 Tax Revenue	292,433.42	298,000.00	-5,566.58	5,566.58	98.13%	1.87%
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	12,571.33	79.05%	20.95%
4600 Service Fees	441.86	1,200.00	-758.14	758.14	36.82%	63.18%
4700 Interest	97.90	45.00	52.90	-52.90	217.56%	-117.56%
4710 Dividend	48.00		48.00	-48.00		
4910 Miscellaneous	-5,189.00	200.00	-5,389.00	5,389.00	-2594.50%	2694.50%
Total Income	\$ 356,821.31	\$ 371,545.00	-\$ 14,723.69	\$ 14,723.69	96.04%	3.96%
Gross Profit	\$ 356,821.31	\$ 371,545.00	-\$ 14,723.69	\$ 14,723.69	96.04%	3.96%
Expenses						
6000 Capital Expenses	63,057.95	3,000.00	60,057.95	-60,057.95	2101.93%	-2001.93%
6010 Collection Acquisitions	30,157.41	31,450.00	-1,292.59	1,292.59	95.89%	4.11%
6020 Library Programming	6,906.65	13,000.00	-6,093.35	6,093.35	53.13%	46.87%
6030 Miscellaneous Expense	2,795.00	2,000.00	795.00	-795.00	139.75%	-39.75%
6200 Advertising & Marketing	7,284.43	8,150.00	-865.57	865.57	89.38%	10.62%
6310 Contractual Services	24,883.19	33,000.00	-8,116.81	8,116.81	75.40%	24.60%
6320 Legal & Professional Services	2,783.00	7,000.00	-4,217.00	4,217.00	39.76%	60.24%
6400 Payroll	111,264.18	144,000.00	-32,735.82	32,735.82	77.27%	22.73%
6410 Payroll Taxes/Benefits	14,020.33	19,000.00	-4,979.67	4,979.67	73.79%	26.21%
6430 Benefits	14,829.37	16,000.00	-1,170.63	1,170.63	92.68%	7.32%
6500 Bank Charges & Fees	104.47	250.00	-145.53	145.53	41.79%	58.21%
6510 Insurance	552.00	4,000.00	-3,448.00	3,448.00	13.80%	86.20%
6540 Membership	5,300.61	8,420.00	-3,119.39	3,119.39	62.95%	37.05%
6550 Office Supplies & Software	3,350.84	9,000.00	-5,649.16	5,649.16	37.23%	62.77%
6560 Professional Development	756.37	4,000.00	-3,243.63	3,243.63	18.91%	81.09%
6580 Rent & Lease	80,670.02	11,000.00	69,670.02	-69,670.02	733.36%	-633.36%
6590 Repairs & Maintenance	12,148.15	10,700.00	1,448.15	-1,448.15	113.53%	-13.53%
6620 Technology	19,560.37	10,500.00	9,060.37	-9,060.37	186.29%	-86.29%
6630 Travel	1,870.61	6,000.00	-4,129.39	4,129.39	31.18%	68.82%
6640 Utilities & Internet	6,204.78	7,500.00	-1,295.22	1,295.22	82.73%	17.27%
Total Expenses	\$ 408,499.73	\$ 347,970.00	\$ 60,529.73	-\$ 60,529.73	117.40%	-17.40%
Net Operating Income	-\$ 51,678.42	\$ 23,575.00	-\$ 75,253.42	\$ 75,253.42	-219.21%	319.21%
Net Income	-\$ 51,678.42	\$ 23,575.00	-\$ 75,253.42	\$ 75,253.42	-219.21%	319.21%

Bath Township Public Library							
Budget vs. Actuals: Budget FY 2020 - FY20 P&L							
January - December 2020							
	Total						
	Actual	Budget	over Budget	% of Budget			
Income					added	take away	moved from savings
4000 Donation	2,455.30	2,500.00	-44.70	98.21%			
4100 Grant Income	9,814.53	5,000.00	4,814.53	196.29%			
4200 State Aid	9,285.22	4,600.00	4,685.22	201.85%			
4300 Tax Revenue	292,433.42	298,000.00	-5,566.58	98.13%			
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	79.05%			
4600 Service Fees	438.66	1,200.00	-761.34	36.56%			
4700 Interest	93.20	45.00	48.20	207.11%			
4710 Dividend	48.00		48.00				
4910 Miscellaneous		200.00	-200.00	0.00%			
Total Income	\$ 361,997.00	\$ 371,545.00	-\$ 9,548.00	97.43%			
Gross Profit	\$ 361,997.00	\$ 371,545.00	-\$ 9,548.00	97.43%			
Expenses							
6000 Capital Expenses	63,057.95	65,000.00	-1,942.05	97.01%	17,000		45000
6010 Collection Acquisitions	30,033.14	33,450.00	-3,416.86	89.79%	2000		
6020 Library Programming	6,906.65	8,000.00	-1,093.35	86.33%		5000	
6030 Miscellaneous Expense	2,795.00	8,000.00	-5,205.00	34.94%	6,000		
6200 Advertising & Marketing	6,747.62	8,150.00	-1,402.38	82.79%			
6310 Contractual Services	24,638.36	33,000.00	-8,361.64	74.66%			
6320 Legal & Professional Services	2,783.00	3,500.00	-717.00	79.51%		3500	
6400 Payroll	111,209.29	122,000.00	-10,790.71	91.16%		22,000	
6410 Payroll Taxes/Benefits	14,020.33	16,000.00	-1,979.67	87.63%		3000	
6430 Benefits	14,829.37	16,500.00	-1,670.63	89.87%	500		
6500 Bank Charges & Fees	100.59	250.00	-149.41	40.24%			
6510 Insurance	552.00	4,000.00	-3,448.00	13.80%			
6540 Membership	5,300.61	5,920.00	-619.39	89.54%		2500	
6550 Office Supplies & Software	3,149.24	6,000.00	-2,850.76	52.49%		3000	
6560 Professional Development	756.37	3,000.00	-2,243.63	25.21%		1000	
6580 Rent & Lease	76,847.02	79,500.00	-2,652.98	96.66%	3,500		65000
6590 Repairs & Maintenance	11,061.15	13,200.00	-2,138.85	83.80%	2,500		
6620 Technology	19,560.37	22,500.00	-2,939.63	86.93%	12,000		
6630 Travel	1,870.61	2,500.00	-629.39	74.82%		3500	
6640 Utilities & Internet	6,204.78	7,500.00	-1,295.22	82.73%			
Total Expenses	\$ 402,423.45	\$ 457,970.00	-\$ 55,546.55	87.87%	43500	43500	110000
Net Operating Income	-\$ 40,426.45	-\$ 86,425.00	\$ 45,998.55	46.78%			
Net Income	-\$ 40,426.45	-\$ 86,425.00	\$ 45,998.55	46.78%			

Bath Township Public Library				
Budget vs. Actuals: FY2021 - FY21 P&L				
January - December 2021				
	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Donation		2,500.00	-2,500.00	0.00%
4100 Grant Income		5,000.00	-5,000.00	0.00%
4200 State Aid		9,200.00	-9,200.00	0.00%
4300 Tax Revenue		310,670.00	-310,670.00	0.00%
4500 Penal Fines		45,000.00	-45,000.00	0.00%
4600 Service Fees		600.00	-600.00	0.00%
4900 Uncategorized Income		200.00	-200.00	0.00%
Total Income	\$ 0.00	\$ 373,170.00	-\$ 373,170.00	0.00%
Gross Profit	\$ 0.00	\$ 373,170.00	-\$ 373,170.00	0.00%
Expenses				
6000 Capital Expenses		3,000.00	-3,000.00	0.00%
6010 Collection Acquisitions		22,600.00	-22,600.00	0.00%
6020 Library Programming		6,000.00	-6,000.00	0.00%
6030 Miscellaneous Expense		2,000.00	-2,000.00	0.00%
6200 Advertising & Marketing		7,000.00	-7,000.00	0.00%
6310 Contractual Services		33,140.00	-33,140.00	0.00%
6320 Legal & Professional Services		2,000.00	-2,000.00	0.00%
6400 Payroll		120,000.00	-120,000.00	0.00%
6410 Payroll Taxes/Benefits		15,300.00	-15,300.00	0.00%
6430 Benefits		17,200.00	-17,200.00	0.00%
6500 Bank Charges & Fees		200.00	-200.00	0.00%
6510 Insurance		3,700.00	-3,700.00	0.00%
6530 Meals & Entertainment		3,000.00	-3,000.00	0.00%
6540 Membership		8,600.00	-8,600.00	0.00%
6550 Office Supplies & Software		7,000.00	-7,000.00	0.00%
6560 Professional Development		1,000.00	-1,000.00	0.00%
6580 Rent & Lease		45,900.00	-45,900.00	0.00%
6590 Repairs & Maintenance		12,000.00	-12,000.00	0.00%
6620 Technology		10,500.00	-10,500.00	0.00%
6640 Utilities & Internet		10,100.00	-10,100.00	0.00%
Total Expenses	\$ 0.00	\$ 330,240.00	-\$ 330,240.00	0.00%
Net Operating Income	\$ 0.00	\$ 42,930.00	-\$ 42,930.00	0.00%
Net Income	\$ 0.00	\$ 42,930.00	-\$ 42,930.00	0.00%

Directors Report

- Legal & Professional
- Staffing
 - I interviewed Jana. I hired her and she will start in December.
- Scheduling
 - We are in the new building. We are busily working on putting the library together.
 - We closed November 26-28 for Thanksgiving.
- Upcoming Programs
 - We are holding passive programs currently. Mainly, make and takes and online gaming
- Community outreach
 - I spoke at a Conference about the experience of moving through a pandemic
- Technology
 - We ordered new phones and two new computers for staff
- Policy
 - working on the Business Continuity plan
- Continuing Education
 - Attending several zoom meetings
 - Preparing to speak at the Cohort convention
- Projects
 - Working on unpacking the new library
 - The circulation desk has been installed
 - Sold some extra furniture
 - Had volunteers help hang pictures and put together the rooms
 - Working on the donation campaign
 - Sent out we have moved postcard
- Statistics
 - Wireless use: 69
 - Hoopla use: 116
 - Libby use: 229
 - Reference calls: 82
 - Program attendance: 8
 - New Patrons: 10
 - Patron pickup/copies 54
 - Circulation: 448

Youth Services/Marketing Report – November 2020

Storytime

Virtual Storytimes were continued along with “Grab & Go Storytime Bags.” Grab & Go Bags included the list of books read during storytime, along with directions on how to access them using our online resources, a literacy enhancing activity, and items for a craft. The concept was patrons could enjoy storytime in their home regardless of whether or not they could attend the virtual meeting.

Beginning December our new hire, Jana Slisher, will take over storytimes.

Meetings/Conferences

All meetings and conferences have been moved to virtual, November meetings:

Early Childhood Literacy Coalition meeting, MI Youth and Teen meeting
MI Youth Quest meeting, MI PR Group meeting, Winter Reader from Booklist

Marketing

Mailing

The library’s first direct mailing went out in November. A little over 3,000 postcards were mailed to Bath residents announcing our new location. The Friends of the Library paid for the cost of printing and postage. A second mailing is scheduled for mid-December. The focus of the second mailing will be to provide donation opportunities to residents. Attached are the postcards.

Paid Advertising

The library contracted 4 front page ads in the DeWitt/Bath Review announcing our new move. These ads ran in October and November.

Patron Gifts

Covid Care Bags include a facemask, hand sanitizer, and a no touch door opener/stylus tool – all with library or read branding. They have been a popular hit and we will continue to advertise and hand out until we run out.

A Cup of Cocoa include a branded mug and a packet of cocoa. These are provided for every curbside pickup while supplies last.

We have a new location!

**14051 Webster Rd.
Bath, MI 48808
in Bath Corners**

*Hello from
the Library*

*Give, Grow,
Literacy!*



*Information
on supporting
the library will be
sent next month.*



**More library services
will be available!**

517.641.7111

www.bathtownshippubliclibrary.org



Donation Card - Bath Township Public Library

Become a recognized supporter of the Bath Township Public Library

Give, Grow, Literacy! Choose your level of support:

<input type="checkbox"/>	\$25 to sponsor a stacking chair	<input type="checkbox"/>	\$50 general furniture fund
<input type="checkbox"/>	\$100 to sponsor a book shelf	<input type="checkbox"/>	\$75 general furniture fund
<input type="checkbox"/>	\$200 to sponsor an arm chair	<input type="checkbox"/>	\$100 general furniture fund
<input type="checkbox"/>	\$500 to sponsor a couch	<input type="checkbox"/>	\$____ general furniture fund
<input type="checkbox"/> Grand Wish: a baby grand piano for the reading lounge			

Donors of \$25 and more will be featured on our wall of supporters.

Donor Name: _____

Donor Phone Number: _____

Donor Email: _____

Make your check payable to:
Friends of the Bath Township Public Library.
Mail to: Bath Township Public Library
P.O Box 368 Webster Rd. Bath, MI 48808

Contact Kristie Reynolds at kreynolds@bathtownshippubliclibrary.org with questions.

Bath Township Public Library Board of Trustees

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Ken Jensen

PROPOSED 2021 MEETING SCHEDULE

January 20th, 6 pm
February 17th, 6 pm
March 17th, 6 pm
April 21st, 6 pm
May 19th, 6 pm
June 16th, 6 pm
July 21st, 6 pm
August 18th, 6 pm
September 15th, 6 pm
October 20th, 6 pm
November 17th, 6 pm
December 15th, 6 pm